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| --- |
| Date： |

**Request for Refund of Application Fee**

To the Chancellor of Sophia School Corporation:

I am requesting a refund for the amount which I have paid as my application fee.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant | Applicant’s Name  (Last, First) |  | | | | | | | | | | | Applicant’s signature | | | |
| Address |  | | | | | | | | | | | | | | |
| Phone Number |  | | | | | | | | | | | | | | |
| E-mail Address | ＠ | | | | | | | | | | | | | | |
| Application  Information | Applied Program |  | | | | | | | | | | | | | | |
| Applied Semester |  | | | | | | | | | | | | | | |
| Status/Degree |  | | | | | | | | | | | | | | |
| Reference Number |  | | |  | | | |  | | |  | | |  | |
| Reason for requesting the refund | Circle the appropriate number. | 1 | I have paid the application fee but have not mailed (submitted) my application documents. | | | | | | | | | | | | | |
| 2 | I have paid the application fee and submitted my application documents, but my application was not eligible. | | | | | | | | | | | | | |
| Note: Applications will not be canceled for personal reasons after the application documents have been mailed. | | | | | | | | | | | | | | |
| Amount you paid as the Application fee | | Yen  \*The web system fee (990 yen) is not refundable. | | | | | | | | | | | | | | |
| 返還先銀行口座情報 | 銀行名・支店名 | 銀行 | | | | | | | | 支店 | | | | | | |
| 預金種別  （いずれかに○）  口座番号（７桁の数字） | 普通 | |  | | |  |  | |  | | |  |  | |  |
| 当座 | |
| 口座名義人（カタカナ） |  | | | | | | | | | | | | | | |
| 出願者と口座名義人の  続柄 |  | | | | 口座名義人の国籍 | | | | |  | | | | | |
| To refund the fee to a **Japanese bank account**, please fill out the fields above.  To refund the fee to a **bank account outside Japan**, please fill out the Notification Sheet for Remittance-Overseas available in our website (**only typed form accepted**). | | | | | | | | | | | | | | | | |

Please note that the application fee is not refundable after the refund request deadline set for each entrance examination.

入学センター使用欄/ Office Use Only

受付番号：

英字氏名：

入金月： 年　月

統計表入力：□

Sophia University Admissions Office:

Undergraduate: admission-u-co@sophia.ac.jp

Graduate: admission-g-co@sophia.ac.jp